

Trustees of the Manchester City Library
Minutes – March 28, 2007

In attendance: Trustee Chair Karen Sheehan-Lord, Trustees Jeff Hickok, Kevin Devine, Joseph Sullivan, Joannie Barrett and Library Director Denise van Zanten. Also in attendance was Head of Children's Services Kathy Urie, and Foundation Chair Monique Brown.

Excused: Trustees Madeleine Roy, Peter Duffy

Meeting was called to order at 3:40pm.

Minutes: approval of the February 21st minutes by Trustee Sullivan seconded by Trustee Hickok, all in favor.

Staff Visit – Kathy Urie, Head of Children's Services thanked the Trustees for their support and considers the Manchester City Library one of the best. Kathy has been with Library over 20 years and will be on to new endeavors.

Kathy was asked what would be her wishes for the Children's Room and she stated:

- More room for Children Services – separate room for storytime and crafts
- More staff for the children's room – for children's programs and outside visits.

Director's Report: Union Negotiation meeting is scheduled for April 13th at 3pm.

New books are coming in after flooding of children's room. Director van Zanten has spoken to Harry & Fred where the insurance claim stands. Problems with the new library systems have been minimal. Issues with the mud pits and the slope of the parking lot, and handrails are still outstanding.

Mayor budget will be announced on Thursday, March 29th at 7pm. Director van Zanten and Head of Reference Dee Santoso will attend.

Reviewed was the circulation policy for Videos, CD ROMS and DVD's. Maximum renewals were reviewed for these items. Up to three renewals would be allowed unless there is a hold on the material. Motion to accept increase in renewals on Videos, CD ROMS and DVD's was made by Trustee Devine, seconded by Trustee Barrett, all in favor.

National Library Week amnesty was reviewed by the Trustees. Amnesty would be for long overdue items. Patron would still have to pay debt collection fee. Trustees would like a quarterly report of loss materials and the figures. Motion to accept amnesty week for this year's National Library Week April 15th - 21st by Trustee Barrett seconded by Trustee Sullivan, all in favor.

Part-time Office Assistant will be leaving in April. Director van Zanten requested permission to fill. Motion was made by Trustee Barrett to hire someone for this position, seconded by Trustee Devine, all in favor.

Fiscal year 2007 expenditure report: Library's salary line was reviewed by Trustees. Gas line is over spent. Director van Zanten will look into pre-payment with Keyspan. She will also ask Facilities to switch over main library to oil heat for remainder of heating season.

4:16pm - Motion made by Trustee Barrett to move into executive session per RSA91-A:3IIB to discuss Personnel Issues, seconded by Trustee Devine all in favor.

4:30pm – Motion was made to come out of executive session by Trustee Devine, seconded by Trustee Barrett, all in favor.

Finance Committee Report: All is well.

Foundation: meeting was held on March 19th. Assignments were handed out for the Fundraiser on May 16th. 10 foundation members and 3 trustees and 3 library staff will attend Citizens Capital Campaign on April 18th at 5pm.

Quid Pro Quo – is sent out to each donor stating that no services we received or given for their donations. Advocate will be coming out soon.

Old Business: votes on Treasurer and Secretary need to be taken. Motion was made by Trustee Sullivan to have Trustee Roy as Treasurer and Trustee Barrett as Secretary, second by Trustee Devine, all in favor.

Names for new board members to replace Trustee Duffy and Trustee Sullivan were reviewed.

Severe weather policies – what are the procedures for delayed opening or closing – Director will draft a policy statement for review at next Trustee Meeting.

Request was made to acquire a Trust Fund Credit Card for online purchases. This will be reviewed at the next Trustees' Meeting.

New Business: Posting of Trustee agenda and minutes will be on the library website in a PDF file. Will start with the March minutes.

Legacy calendars will go free to the public.

Learn to Read – will have a Texas Hold Em night – Miniature golf tournament tentatively scheduled for May 22.

Manchester City Library will receive an award from the Historic Association Preservation award on May 9th. Prices of reserving a table will be checked on by Director van Zanten.

Two clocks and a handrail in auditorium were requested by Trustee Sullivan.

Adjourned 5:31pm